

2 May 1978

Records Review Procedure

RRP 78-23

PROCEDURE FOR COMPLETION OF FORM 4023A IN PROCESSING
AGENCY DOCUMENTS AT WNRC, SUITLAND & NARS

1. The following procedure for completing Form 4023A relates only to CIG and CIA documents held at WNRC and NARS (SSU and OSS documents will be handled separately). This procedure is keyed to the attached sample Form 4023A. Documents of other U.S. Government agencies which carry derivative material from CIG/CIA DO NOT require the completion of Form 4023A.

- A. Project Number - leave blank.
- B. Review Date - self explanatory.
- C. Reviewer Number - use your assigned reviewer number.
- D. Record Group - to be obtained from WNRC or NARS worksheet.
- E. Entry - from WNRC or NARS worksheet.
- F. Type of Entry - check "NEW".
- G. Job Number - this number is a composite of "99" and the Project Numbers given to material under review by the WNRC and NARS staff. For example, a Project Number for RG 319 at WNRC is 775071. The first two digits refer to the fiscal year, the 5 indicates WNRC, and 071 indicates the order in which the project was initiated. Projects undertaken at NARS use the same system, except the 5 is replaced by a 0 indicating NARS (e.g. the review of RG 59 is Project 760050). To accommodate our computer, drop the first digit and add an "A" (for Archives). The RRB Job Number will thus vary according to the different Project Number used by the NARS/WNRC staff for the review of each unique body of records.
- H. Box Number - obtain from WNRC or NARS.

*Recorded by 80-4
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- I. Folder Number - Folder numbers are not generally used at WNRC and NARS and even though there may be folders in a box, numbering them would not be compatible with our numbering system; therefore, the constant number 001 has been assigned in order to make it compatible with our computer system. Always enter 001.
- J. Document Number - Beginning with the first Agency document in each designated box being reviewed, assign Document Number "001" and continue in sequence through the last Agency document in that designated box. When beginning the next designated box, start over with "001".
- K. Creation Date - from document. NOTE: At a minimum the creation date must have a month and year. If no day is given but the month and year are known, make the entry in the following manner: 001147 (November 1947). If neither the month nor the year is given, leave the entire Creation Date entry blank; DO NOT insert zeros.
- L. Originating Component - Use originating component designation from list (if known); if unknown, use 099.
- M. Document Identification Number - from document. **STATINTL**
uniformity, use a hyphen between letters and numbers in the case of
APPEARS, LEAVE BLANK. DO NOT IMPROVISE WITH ENTRY SUCH AS "MEMO FM DCI TO ACSI".
- N. OPI - enter "99" in OPI field for all documents.
- O. Type Document - same as presently used (codes 01-09 and 10 and 30 currently in use).
- P. Original Classification - from document.

Q. Number of Pages - self explanatory.

R. Document Title - self explanatory. NOTE: If title given is vague and meaning less, use title as given but add, in parenthesis, additional explanation-
[REDACTED] STATINTL

S. Review Classification -

T. Retention Justification -

U. Next Review Date -

V. Review Coordination -

self explanatory.

NOTE: If classification is retained, next review date must be either 10 or 55.

2. If the Reviewer has any questions on the above, the matter should be clarified prior to proceeding to WNRC or NARS. Should a question arise during document review, refer the matter to the senior RRB representative at WNRC or NARS at the time.



Chief,
Records Review Branch

STATINTL

Attachment: a/s

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DECLASSIFICATION WORKSHEET

☐ SECRET

(A) PROJECT NUMBER	(B) REVIEW DATE DD MM YY	(C) REVIEWER	(D) RECORDS GROUP	(E) ENTRY	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
STAT -	0 2 0 3 7 8		319	105	

(Or other appropriate Record Group entry number received from WNRC and/or NARS)

(G) JOB NUMBER	(H) BOX NUMBER	(I) FOLDER NO.	(J) DOCUMENT NUMBER	(K) CREATION DATE D D M M Y Y	(L) ORIGINATING COMPONENT
9 9 - 7 5 0 7 1 A	2 3 4 5 0 0 1 0 0 1			1 3 1 1 4 7 0 9 9	

Modified Suitland (or NARS) Project
Suitland or NARS Box Number

(M) DOCUMENT IDENTIFICATION NUMBER	(N) UPI	(O) TYPE DOCUMENT	(P) ORIGINAL CLASSIFICATION	(Q) NO. PAGES
	9 9 0 2		S	0 0 0 4

(R) DOCUMENT TITLE

(S) REVIEW CLASSIFICATION	(T) RETENTION JUSTIFICATION	(U) NEXT REVIEW DATE YY	(V) REVIEW COORDINATION
U			

☐

SECRET

(SAMPLE)

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CONFIDENTIAL

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